

## APPENDIX D

### FAMILY CHECKLIST

There are things that a family should check on and know about before an individual deploys anywhere. Army Community Services recommends the following:

#### MEDICAL

- \_\_\_ Are immunizations for each member of the family up to date?
- \_\_\_ Where are the health and dental records for each member of the family?
- \_\_\_ Who is contacted if medical assistance is needed?
- \_\_\_ Where are your civilian medical insurance policies?
- \_\_\_ Are family members briefed on procedures for filing medical insurance claim forms?

#### FINANCE

- \_\_\_ Will there be money immediately available on a continuing basis during your absence?
- \_\_\_ Is there an allotment to be sent to the family or bank, or have you initiated direct deposit?
- \_\_\_ Will the allotment or direct deposit provide for all the necessities to maintain a household?
- \_\_\_ If the family plans to move away from the area during the deployment, is there money for this move?
- \_\_\_ What types of accounts does the family have and with what banks?
- \_\_\_ Where are the bank books and account numbers?
- \_\_\_ Does the family have a safety deposit box? If so, where are the box and key located?
- \_\_\_ Are all credit card numbers written down and in a safe place? What are the companies' numbers and addresses in case of loss or theft?
- \_\_\_ Is your spouse prepared to take complete control of the bank accounts?
- \_\_\_ What payments must be made when and to whom (account number, address and phone number) for:
  - (1) Mortgage/Rent.
  - (2) Telephone.

- (3) Water and sewage.
- (4) Electricity.
- (5) Trash.
- (6) Insurance.
- (7) Taxes.
- (8) Gas (Home heating/cooking).
- (9) Credit cards.
- (10) Other debts (auto payments, furniture, etc).
- (11) Childcare.
- (12) Investments.

\_\_\_ Who is contacted and how long does the family wait if the allotment or direct deposit doesn't arrive?

- (1) Give the check three or four days to arrive after the normal time; then,
- (2) Contact the civilian pay section of the nearest Army installation or the Army Community Services/Family Support Coordinator if the check still has not arrived.

\_\_\_ Do U.S. savings bonds have payable on death (POD) designation?

#### TRANSPORTATION/AUTOMOBILE

\_\_\_ Is your spouse familiar with the maintenance and other responsibilities of the automobile?

\_\_\_ What is the name and address of the company holding the lien?

\_\_\_ Where is the vehicle's title? Is the registration or a copy in the vehicle? Is it in both names?

\_\_\_ Is the vehicle insurance in the car with the registration or a copy of the registration?

\_\_\_ Is your spouse insured to drive the vehicle?

\_\_\_ When is the renewal date for the license plates and safety inspection?

\_\_\_ Does your spouse have a valid driver's license and when does it expire?

\_\_\_ Is a duplicate set of keys available? Where?

\_\_\_ Is your spouse able to make emergency repairs on the car if the situation arises (overheating, flat tire, dead battery, etc)?

\_\_\_ If your spouse doesn't have a vehicle or is not licensed to drive, what transportation arrangements have been made?

\_\_\_ Who can be called for emergency transportation?

## HOUSING

\_\_\_ Does your spouse know where and how to use the following:

- (1) The electrical control box (fuse/circuit box) to include replacing the fuses when required?
- (2) The water control valve for shutting off the water in case of an emergency (broken or leaking pipe)?
- (3) The gas control valve for shutting off gas in case of an emergency (leaking pipes or a fire)?
- (4) The name and telephone number of someone to call in case repairs are needed?

\_\_\_ Does the family have a duplicate set of house keys?

\_\_\_ Does your spouse know where warranties/service contracts are kept on all major appliances?

## LEGAL/ADMINISTRATIVE

\_\_\_ Are the family members' identification (ID) cards up to date? (OCONUS)

\_\_\_ Where and how are ID cards replaced if one disappears? (OCONUS)

\_\_\_ Does your spouse have power of attorney to take necessary action on important family matters in your absence or on any special situation expected to arise?

\_\_\_ Have you made provision for unresolved matters (e.g., pending adoption, property settlement, etc)?

\_\_\_ Where are the powers of attorney kept?

\_\_\_ Does the family have a copy of everyone's birth certificate?

\_\_\_ Does your spouse have a copy of your marriage certificate?

\_\_\_ Does your spouse know your social security number?

\_\_\_ Are there copies of any adoption papers, divorce decrees or court orders awarding custody of children? If so, where are they kept?

\_\_\_ Are provisions made for guardianship of minor children?

\_\_\_ Does everyone in the family above age 2 have a social security number?

\_\_\_ Does your spouse have copies of federal and state tax records?

- \_\_\_ Where are the insurance policies kept?
- \_\_\_ Are family members aware of government benefits/entitlements?
- \_\_\_ Does your spouse know where the stocks, bonds, or securities are kept?
- \_\_\_ Does your spouse know where any deeds of land the family owns are?
- \_\_\_ Have you prepared an inventory of all personal and real property assets?
- \_\_\_ Are all important papers safeguarded?
- \_\_\_ Do both you and your spouse have up-to-date wills? Where are they kept?
- \_\_\_ Do you have a burial plan? What family members/close friends are aware of your wishes?
- \_\_\_ Checklist of important documents that should be available during your absence:
  - (1) Current identification cards (if applicable).
  - (2) Marriage certificate.
  - (3) Divorce decrees.
  - (4) Automobile tag/registration.
  - (5) Wills/burial plan.
  - (6) Powers of attorney.
  - (7) Insurance policies (auto, life, home, health, etc).
  - (8) Adoption papers.
  - (9) Letters of naturalization.
  - (10) Passports.
  - (11) Immunization records.
  - (12) Unit/organization family support handbook.
  - (13) Bank books, savings accounts, credit union accounts, loan accounts.
  - (14) Copy of housing lease/mortgage.
  - (15) Stocks, bonds, and other securities.
  - (16) Credit cards, installment contracts, debts, and bills of sale.
  - (17) Federal and state income tax records, real estate and personal property tax records.
  - (18) A recent Standard Form 50 from your employment records.

The families of deployed civilians should always know emergency telephone numbers for the ambulance, police, fire department, poison control center, and family practice clinic or doctor. They should also know your specific work organization, your supervisor's phone number, a point of contact in the civilian personnel office, and a number for the local Army Community Services office.